

STATE OF ALABAMA

Information Technology Policy

Policy 630-03_Rev C: Email Usage

OBJECTIVE:

Define acceptable and non-acceptable use of the State of Alabama email systems.

SCOPE:

This policy applies to all users (State of Alabama employees, contractors, vendors, and business partners) of any State-managed electronic mail systems.

RESPONSIBILITIES:

State email systems are to be used for business purposes in serving the interests of the government and of the people it serves in the course of normal operations.

Email shall be distributed, stored, and disposed of based on the data content in accordance with State information protection standards.

Prohibited Use:

State email systems shall not be used for the creation or distribution of any disruptive or offensive messages, including offensive (vulgar or pornographic) content or offensive comments about a person's race, gender, age, appearance, disabilities, political beliefs, or religious beliefs and practices. Employees who receive any emails with this content from any State employee should report the matter to their supervisor immediately. Additional prohibited uses of email are addressed in State standards.

Privacy:

Email content created, stored, transmitted, or received using State resources are the property of the State. Nothing in this policy shall be construed to waive any claim of privilege or confidentiality of email content. Authorized State personnel may access, monitor, or disclose email content for state business purposes or to satisfy legal obligations.

Personal Use:

Incidental, occasional personal use of State email is permitted; however, in accordance with The Code of Alabama, Section 36-25-5, state email shall not be used for "personal gain."

Employees and managers are responsible for exercising good judgment regarding the reasonableness (frequency and duration) of personal use. Personal email shall be deleted or saved separately from work-related email.

Users are permitted to include personal appointments in their Outlook calendar to help eliminate scheduling conflicts.

Users may store personal contact information in their Outlook contacts folder.

Non-State Email:

Only state-sanctioned email systems are approved for email communications. Direct desktop to external email systems access with client software such as Outlook is not allowed due to the risk of email-borne virus and disclosure of sensitive data.

ENFORCEMENT:

Refer to Information Technology Policy 600-00: Information Security.

Signed by Jim Burns, Chief Information Officer

DOCUMENT HISTORY:

Version	Release Date	Comments
Original	3/2/2006	
Rev A	7/12/2006	Added exception for managed client
Rev B	10/19/2006	Modified Prohibited Use
Rev C	5/20/2009	Modified description of Personal Use.